

INSTRUCTIONS FOR FILING A BANKRUPTCY CASE

Chapter 7, Chapter 11, Chapter 12 and Chapter 13

WHERE TO OBTAIN THE FORMS:

You may obtain the required Official Bankruptcy Forms (also called **OB**F's) and Local Bankruptcy Forms (also called **LB**F's) from the court's website at www.orb.uscourts.gov.

These same required forms are listed for each Chapter by title on the next two pages, along with a link for each form.

FILLING OUT THE FORMS:

After you obtain the forms, you must complete and sign each required document (even if "zero" or "none" inserted in a blank) before submitting them to the Bankruptcy Court for filing.

LEGAL ADVICE:

Federal law prohibits the Bankruptcy Court from giving any type of legal advice or instruction. If you have a question about how to fill out a form, it is recommended that you contact an attorney.

WHERE TO FILE YOUR DOCUMENTS:

You may file your documents by either mailing them to the court, **or** by bringing them to the court in person.

If you reside in these counties: Benton, Coos, Curry, Douglas, Jackson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Marion or Polk, file your documents in Eugene at: U.S. Bankruptcy Court, 405 E 8th Ave #2600, Eugene OR 97401.

If you reside in any county not listed above, file your documents in Portland at: U.S. Bankruptcy Court, 1001 SW 5th Ave #700, Portland OR 97204.

AFTER FILING YOUR DOCUMENTS:

Read everything very closely that is sent to you regarding your bankruptcy.

A "Notice of Bankruptcy Case" will be mailed to you and to the parties on the mailing list you prepared. This document will list important information such as deadlines and the date, time and location of a hearing called "Meeting of Creditors." You are required to attend this hearing. At this hearing, the trustee will question you about your assets and the documents you filed.

A "Letter to Debtors" will also be mailed to you. This document will have important information about items such as the Financial Management Education requirement, reaffirmation of debts and where to send pay stubs and tax returns.

CHAPTER 7 CASE

IMPORTANT: You must complete and sign each required document (even if “none” or “zero” inserted in a blank).

FILE THE FOLLOWING DOCUMENTS IN THE ORDER LISTED:

You may put them together with a clip or rubber band, but *do not* staple or hole punch them.

- ☐ \$335 Filing Fee **or** Individual Debtor's Application to Pay Fees in Installments ([LBF #110](#)) **or** Application for Waiver of the Chapter 7 Filing Fee ([Official Form #B3B](#))
- ☐ A mailing list prepared following [LBF #104](#) instructions [the mailing list does not require a signature]
- ☐ Statement of Social Security Number ([Official Form #B21](#)) [if individual debtor and petition filed in paper]
- ☐ Petition ([Official Form #B1](#))
- ☐ Individual Debtor's Statement of Compliance with Credit Counseling ([Official Form #B1D](#))
- ☐ Attorney's Disclosure Statement [if debtor is represented by an attorney]
- ☐ Individual Debtor's Statement of Intention ([LBF #521.05](#))
- ☐ Summary of Schedules ([Official Form #B6](#)) [both pages required if individual debtor]
- ☐ Schedules [A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#) & [J](#) (Official Forms #B6A-J) [Schedules C, I, and J not required for corporations and business partnerships]
- ☐ Unsworn Declaration to Schedules ([Official Form #B6](#))
- ☐ Statement of Financial Affairs & Unsworn Declaration to Statement ([Official Form #B7](#))
- ☐ Statement of Current Monthly Income ([Official Form #B22A](#)) [if individual debtor with primarily consumer debts]
- ☐ Certificate of Credit Counseling **or** Motion for Extension of Time/Exemption ([LBF #100.3](#)) [if individual debtor]
- ☐ Corporate Ownership Statement ([FRBP 1007](#)) [only if debtor is a non-governmental corporation]

Note to ECF Participants: Click [HERE](#) for Case Filing procedures and instructions for the order of documents in the petition pdf.

CHAPTER 11 CASE

IMPORTANT: You must complete and sign each required document (even if “none” or “zero” inserted in a blank).

FILE THE FOLLOWING DOCUMENTS IN THE ORDER LISTED:

You may put them together with a clip or rubber band, but *do not* staple or hole punch them.

- ☐ \$1,717 Filing Fee **or** \$405 minimum payment with Individual Debtor's Application to Pay Fees in Installments ([LBF #110](#))
- ☐ A mailing list prepared following [LBF #104](#) instructions [the mailing list does not require a signature]
- ☐ Statement of Social Security Number ([Official Form #B21](#)) [if individual debtor and petition filed in paper]
- ☐ Petition ([Official Form #B1](#))
- ☐ Individual Debtor's Statement of Compliance with Credit Counseling ([Official Form #B1D](#))
- ☐ [Exhibit A](#) [when necessary]
- ☐ Attorney's Disclosure Statement [if debtor is represented by an attorney]
- ☐ Summary of Schedules ([Official Form #B6](#)) [both pages required if individual debtor]
- ☐ Schedules [A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#) & [J](#) (Official Forms #B6A-J) [Schedules C, I, and J not required for corporations and business partnerships]
- ☐ Unsworn Declaration to Schedules ([Official Form #B6](#))
- ☐ Statement of Financial Affairs & Unsworn Declaration to Statement ([Official Form #B7](#))
- ☐ Statement of Current Monthly Income ([Official Form #B22B](#)) [if individual debtor]
- ☐ Certificate of Credit Counseling **or** Motion for Extension of Time/Exemption ([LBF #100.3](#)) [if individual debtor]
- ☐ Corporate Ownership Statement ([FRBP 1007](#)) [only if debtor is a non-governmental corporation]
- ☐ Documents required by [11 USC §1116\(1\)](#) [only if debtor is a small business]
- ☐ (1) List of Creditors Holding 20 Largest Unsecured Claims ([Official Form #B4](#)) listing creditor's name, address, amount owed, and contact person's name and phone number, and (2) an attached Certificate of Service that certifies you served on the U.S. Trustee a copy of the list and the mailing labels described below:
- ☐ Mail to the U.S. Trustee's office: (1) a copy of the List of Creditors Holding 20 Largest Unsecured Claims and (2) self-adhesive mailing labels with the name and service address for the debtor (or party designated to perform the debtor's duties), any joint debtor, any debtor's attorney, and each creditor on the list.

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CHAPTER 12 CASE

IMPORTANT: You must complete and sign each required document (even if “none” or “zero” inserted in a blank).

FILE THE FOLLOWING DOCUMENTS IN THE ORDER LISTED:

You may put them together with a clip or rubber band, but *do not* staple or hole punch them.

- ☐ \$275 Filing Fee **or** Individual Debtor's Application to Pay Fees in Installments ([LBF #110](#))
- ☐ A mailing list prepared following [LBF #104](#) instructions [the mailing list does not require a signature]
- ☐ Statement of Social Security Number ([Official Form #B21](#)) [if individual debtor and petition filed in paper]
- ☐ Petition ([Official Form #B1](#))
- ☐ Individual Debtor's Statement of Compliance with Credit Counseling ([Official Form #B1D](#))
- ☐ Attorney's Disclosure Statement [if debtor is represented by an attorney]
- ☐ Financial Review of Debtor's Farming/Fishing Business ([LBF Exhibit D-1](#))
- ☐ Financial Review of Debtor's Non-Farming/Non-Fishing Business ([LBF Exhibit D-2](#)) [if applicable]
- ☐ Summary of Schedules ([Official Form #B6](#))
- ☐ Schedules [A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#) & [J](#) (Official Forms #B6A-J) [Schedules C, I, and J not required for corporations and business partnerships]
- ☐ Unsworn Declaration to Schedules ([Official Form #B6](#))
- ☐ Statement of Financial Affairs & Unsworn Declaration to Statement ([Official Form #B7](#))
- ☐ Certificate of Credit Counseling **or** Motion for Extension of Time/Exemption ([LBF #100.3](#)) [if individual debtor]
- ☐ Chapter 12 Plan ([LBF #1200.05](#))
- ☐ Corporate Ownership Statement ([FRBP 1007](#)) [only if debtor is a non-governmental corporation]

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CHAPTER 13 CASE

IMPORTANT: You must complete and sign each required document (even if “none” or “zero” inserted in a blank).

FILE THE FOLLOWING DOCUMENTS IN THE ORDER LISTED:

You may put them together with a clip or rubber band, but *do not* staple or hole punch them.

- ☐ \$310 Filing Fee **or** \$185 minimum payment with Individual Debtor's Application to Pay Fees in Installments ([LBF #110](#))
- ☐ A mailing list prepared following [LBF #104](#) instructions [the mailing list does not require a signature]
- ☐ Statement of Social Security Number ([Official Form #B21](#)) [if individual debtor and petition filed in paper]
- ☐ Petition ([Official Form #B1](#))
- ☐ Individual Debtor's Statement of Compliance with Credit Counseling ([Official Form #B1D](#))
- ☐ Financial Review of Debtor's Non-Farming/Non-Fishing Business ([LBF Exhibit D-2](#)) [if applicable]
- ☐ Financial Review of Debtor's Farming/Fishing Business ([LBF Exhibit D-1](#)) [if applicable]
- ☐ Summary of Schedules ([Official Form #B6](#)) [both pages required]
- ☐ Schedules [A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#) & [J](#) (Official Forms #B6A-J) [Schedules C, I, and J not required for business partnerships]
- ☐ Unsworn Declaration to Schedules ([Official Form #B6](#))
- ☐ Statement of Financial Affairs & Unsworn Declaration to Statement ([Official Form #B7](#))
- ☐ Attorney's Disclosure Statement ([LBF #1305](#)) [if debtor is represented by an attorney]
- ☐ Statement of Current Monthly Income ([Official Form #B22C](#))
- ☐ Certificate of Credit Counseling **or** Motion for Extension of Time/Exemption ([LBF #100.3](#)) [if individual debtor]
- ☐ Chapter 13 Plan ([LBF #1300.14](#))

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